

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DD/A REGISTRY

FILE: 90-5

FROM:

EO/DDA
7D-18 Hqs.

EXTENSION

NO.

DDA 83-1384/1

25X1

DATE

1 June 1983

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EA/OC
2A-032. EXO/ODP
2D-00 Hqs.3. DD/Finance
1212 Key Bldg.4. EXO/OIS
1206 Ames Bldg.5. EXO/OI
2C-026. EXO/OMS
1D-4061 Hqs.7. DD/P&M/OS
4E-06 Hqs.8. EXO/OTE
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All:

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The attached memorandum from C/DND/OC sets forth new procedures for requesting unclassified telephone service as of 15 June. The 26 May OC memo does not supersede the 30 March 1979 memo (OC M-79-175) from D/OC which establishes the requirement of obtaining Office Director (or his designee) and EO/DDA approval for telephone service requests.

25X1

Should you have any questions, please do not hesitate to call.

25X1

Attachment
DDA 83-1384

Distribution:

0 - DDA Subj file
1 - Ea adse w/att
1 - EO Chrono w/att
EO/DDA/ba(1Jun83)

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DD/A Registry
83-1384

OCDN-M83-234

26 MAY 1983

MEMORANDUM FOR: Chief, Administrative Officer, DCI
Chief, Administrative Staff, DDS&T
Special Support Assistant to the DDA
Chief, Administrative Group, DDI
Executive Officer, DDA

FROM:

Chief, Domestic Networks Division, OC

SUBJECT:

Requisition of Building Services

STAT

DD/A Registry
83-1384

1. Effective 15 June 1983 changes in the procedure for requesting unclassified telephone service will be implemented. These changes are designed to effect a more timely and orderly response to the requests for unclassified telephone and building services. Procedures for the request of secure telephone services will not change.

2. The procedure to effect the relocation of existing unclassified service or the installation of additional service follows:

a. Submit Form 3577 to Chief, Domestic Networks Division, OC.

b. The OC Project Officer will conduct a survey to determine best telephone arrangement. Every effort will be made to establish adequate telephone service at least cost possible.

c. When the OC Project Officer determines that additional service is justified and if drilling, conduit and/or shoeboxes are required the

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Logistics/Administrative Officer for the requesting component will submit Form 2620 to Space Maintenance and Facilities Branch, LSD/OL. The Project Officer will assist the Logistics Officer, as required, by pinpointing on the architectural drawing the exact location of the drill or other work.

d. The OC Project Officer will prepare a work order for the telephone services and place the request on hold pending notification from the Logistics Officer that the OL (GSA) work has been completed. The work order will be issued to the Telephone Company immediately upon notification from the Logistics contact.

e. Requests for capping and/or removal of surplus shoeboxes will be submitted to Space Maintenance and Facilities Branch, OL on Form 2620.

3. An issue of concern that also requires your support is personnel relocations that require extensive telephone work. The original request for service frequently undergoes many revisions which can be accommodated prior to issuance of work orders to the Telephone Company. Last minute changes may delay the completion date and, subsequently, the personnel move. Changes issued after the start of work will not only delay the work but may also incur additional cost to the Agency. It is recommended that, once the work has begun, changes will be held for at least four weeks following relocation of the personnel who are to occupy the area. Experience has taught us that, in most cases, the telephone arrangement will not be immediately satisfactory for all occupants. This four week interval will allow time to identify all changes which can then be addressed in a more timely and cost effective manner.

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4. The implementation of these procedures will enable the Logistic Services Division, OL to respond to all requirements within an office; i.e. electrical outlet drilling, furniture rearrangements as well as telephone outlets, upon receipt of a single Form 2620. The Office of Communications will be able to respond more rapidly to the telephone requirements within the Agency.

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DD/A Registry

83-1384

Requisition of Building Services

FROM:

C/DND/OC

EXTENSION

NO.

OCDN-M83 - 234

1 B 24 Hqs

DATE

26 MAY 1983

TO: (Officer designation, room number, and building)

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1. Executive Officer, DDA
7 D 18 Hqs

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21 MAY 1983

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B.A. - plz to distribute to each office in the DA

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